



TOWN OF WALPOLE
COMMONWEALTH OF MASSACHUSETTS

Walpole Town Hall
135 School Street
Walpole, MA 02081
TEL (508) 660-7300
FAX (508) 660-7303

Road Defect (Pothole) Claim Form

If you have experienced damage to your vehicle relating to a road defect and wish to file a claim, please complete the Road Defect Incident Report in its entirety and return to the Walpole Town Administrator's office.

To submit electronically, or for questions or more information, please contact Assistant Town Administrator Patrick Shield at PShield@Walpole-MA.gov or 508-660-7288.

Claimant Information			
Name:		Phone:	
Email:		Fax:	
Street Address:			
City / State / Zip			

Occurrence Information			
Date of Loss:		Time of Loss:	
Loss Location: <i>Be as specific as possible</i>			
Vehicle: <i>Year/Make/Model</i>		Estimate: <i>Cost of Repairs</i>	
Describe Damages:			
Vehicle Location: <i>Where can vehicle be seen?</i>			
Did Police Respond:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Police Report? <i>Please attach</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you reported the defect already to the DPW?			<input type="checkbox"/> Yes <input type="checkbox"/> No

Description of Occurrence
<i>Enter a description of the occurrence and any comments here. Please feel free to attach any pictures or additional supporting materials.</i>

Claimant Signature

Date:

Please submit all documentation to Assistant Town Administrator Patrick Shield
135 School Street – Walpole, MA 02081 – PShield@Walpole-MA.gov